

OCBA board meeting

April 14, 2017, OVFD

Draft minutes

Called to order at 8:30 a.m. in the OVFD meeting room

Attending: Rudy Austin, Justin LeBlanc, Connie Leinbach, Wayne Clark, Martha Garrish, and Helena Stevens. Absent: Ashley Harrell, Teresa O'Neal, Chip Stevens

Minutes: Not approved. The group will look over the minutes and get back to Connie with changes

TRAVEL & TOURISM DIRECTOR: Helena presented a lengthy report of what she's been doing. Among the items discussed: purchasing the website ocracokeisland.com that was set up by John Freeman several years ago. It would be best for us to have this website. He is getting back to us with a price. We would need a legal contract for this and someone to negotiate this transaction. A motion for Helena to talk to him and find out what price he's looking at. Perhaps an initial offer to Freeman of \$5,000? A motion to pursue this was made by Connie, seconded by Justin. **Motion approved and carried.** Helena is also researching online software for communication and dues payment. One she is looking at is NeonCRM, which would cost \$110 a month with a \$60 support fee.

Rack cards on ferries: Discussion on whether OCBA has the duty to put every member's rack cards on the sound-route ferries and the logistics of getting this done because we'd need at least 122 rack slots for each big ferry. We need a policy on this. Perhaps we are only responsible for the rack cards in our visitor's center and we get racks for the ferries and the businesses are responsible for putting their own cards in the racks. More discussion needed.

Event boards: Helena purchased a locking case for outside the Variety Store. This would only be for OCBA members and controlled by the Travel & Tourism Director; updated once a week. Need a policy. (Helena left at 9:20)

COMMITTEES: Rudy approved appointing Wayne as Finance Committee chair (to draft a budget), Connie as Personnel Committee chair (to come up with an employee plan), and Justin to chair the Nominating Committee (for officers/board members to be elected at the June annual meeting). Each will get two others on the committees. The group agreed to ask Helena if she could extend her contract to June 30. Currently, the contract is until June 1.

MEETINGS: The group agreed that board meetings will be the second **Monday of each month at 8:30 a.m. in the OVFD meeting room** (OKed by the OVFD).

Annual Meeting: The June annual meeting will be at 7 p.m. June 14 in the Community Center, possibly with Magellan attending to discuss their findings and offer a brief "copy writing" workshop. At that meeting, we also will have the members approve the revised bylaws.

BYLAWS: The group agreed to approve these at the May board meeting. We would send the current and proposed bylaws to the members for approval at the annual meeting. These would go out a week to 10 days prior to the meeting. The group agreed that there should be at least two member meetings a year, though perhaps once a quarter. Further discussion needed.

EVENTS: The group agreed that despite our only receiving \$100K from Occupancy Tax for 2017-2018, the Fig Fest should be two days (Friday and Saturday Aug. 18 & 19) this year, with it possibly being only Saturday next year. This is a transition year for us and we need to do well with everything. Moneywise, we can handle two days this year, Wayne said.

VILLAGE RESTROOMS: Finance committee will look at budget. We do have the \$34K in the CD earmarked for restrooms. Rudy's thought is we rent two high-end trailer-type porta-potties

for May through October and place them strategically in the village TBD (Community Square? At Ragpicker?). We'd also hire someone to clean them every day. Martha will look for the company she rented one from three years ago. This will be reviewed at our May meeting.

TREASURER'S REPORT: Wayne reported \$65K in checking, which includes the \$28K carryover for the Pirate Jamboree; \$34K in the CD. The IRS has allowed us to hold this as a board-earmarked account for a specific purpose. In this case, it has designated several years ago for village bathrooms.

Starting today, two signatures are needed on all checks. There are five signatories and any two of these can sign.

Income for 2016-2017: \$34K received from members for dues and Walking Map and we've spent \$30K on this project.

We will have paid Magellan \$20K of their \$70K contract by June 30. Bob Chestnut said we can keep the carry-over from the Occupancy Tax grant for 2016-2018.

The board members have a lot of responsibility until we hire a paid employee.

PERSONNEL: The group agreed to ask Helena to extend her contract to June 30.

Meeting adjourned at 10:25 a.m.

Respectfully submitted,

Connie Leinbach, secretary